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Prioritising reading list materials - guidance notes for departments

In order to avoid confusion in relation to inclusive fees, students will find it helpful if you indicate the category of items on the list e.g.

Category	Explanation
1. Class Books	<p>Titles required to be used by every student in formal teaching situations including classrooms, lecture theatres, laboratories and studios.</p> <p>- These should normally be provided by the department.</p> <p>This is expected to represent a very limited number of titles, and many modules will have no items in this category.</p> <p>The University Library will provide copies of such titles, but in low numbers that take into account the direct provision to students.</p>
2. Highly recommended	<p>Books that students are expected to read, but access to which is not required during formal teaching sessions.</p> <p>Module leaders should indicate clearly when there are <i>alternatives</i> within the list, and such alternatives should be electronic wherever possible.</p> <p>Students may want to purchase their own copies of books in this category to maximise their access, but that is a personal decision.</p> <p>The University Library will make multiple provision of such books for loan or reference, with ebooks being given preference to multiple print copies.</p>

3. Recommended	Books which, while not essential, will help to broaden a student's understanding of the topic, but it is not expected that any individual student should read all such items. The University Library will make multiple provision (including ebooks where possible) but not at the same level as for highly recommended titles.
Please note that the guidance notes on inclusive fees, books & reading lists which set out these categories, and which were distributed to Departmental Library Coordinators in August 2012 to share with colleagues, are being kept under review.	